

Town of Kinderhook Planning Board

FAX (518) 784-2203

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Patrick Prendergast, Town Engineer (518) 758-7500
Marc Gerstman, Planning Board Attorney (518) 432-4100

Building Inspector/CEO Office (518) 784-2508
Barbara A. Beaucage, Secretary (518) 784-2501

SUBDIVISION CHECKLIST:

**** Your plans must be prepared by a licensed engineer, landscape architect, or surveyor and certified by their seal and signature. The CEO must submit your application, seven (7) copies of the plan(s), the fee (check or money order only), and EAF no less than ten days prior to the Planning Board's regular meeting, which is held on the third Thursday of each month. Each submission must be deemed complete by the CEO before he can submit it to the Planning Board for consideration. ****

- _____ Tax map number of parcel
- _____ Location/area map
- _____ North arrow
- _____ Delineation of wetlands (NYSDEC and ACOE)
- _____ Zoning District & allowed dimensions & setbacks
- _____ Bearings and distances of boundary lines
- _____ Names of owner and subdivider, adjacent land owners, Town and County
- _____ Location of existing and proposed buildings
- _____ Location of any existing well and septic or public utilities on this property and adjoining properties within 150' of the proposed subdivision
- _____ Map dated (with revisions when required)
- _____ Columbia Co. Health Dept. approval of all new wells and septic systems as to design and installation noted on map
- _____ Show whole parcel, which is to be subdivided. Delineate all parcels being created. (i.e. – Parcel A, B, C or Parcel I, II, III) Include any parcels remaining in same ownership.
- _____ Covenants, easements or deed restrictions (copy required/reviewed by Town Attorney)
- _____ Subdivision name (if different than owner's name)
- _____ Permission from owner for subdivision (if other than owner)
- _____ Contours (generally 10' intervals) & distinctive features
- _____ Drainage plan
- _____ Potable water and sanitary sewer
- _____ Location of driveways (for NYSDOT, County and Town Highway Depts.)
- _____ Any other data required by Chapter 63 of the Town Code and/or determined by the Planning Board as necessary for the Board to make an informed decision.

PLANNING BOARD FEES:

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| Preliminary Plat Plan Study | \$ 50 |
| Preliminary Plan Review | \$ 50 |
| Minor (4 or less lots) | \$200 per lot |
| Major (5 or more lots) | \$300 per lot |
| Recreation Fee | \$100 per dwelling unit |
| Final Plat | \$ 25 |
| Reapproval of previously approved subdivision which lapsed | \$25 |
| Engineering Review | Maintain escrow account as needed |

Note: The above checklist is supplied as a guide and is not meant to be all-inclusive. Failure to provide any of the above, however, may be grounds for disapproval of the subdivision application.

